



**Elko Institute for Academic Achievement Meeting Minutes  
October 12, 2009**

**Elko Institute for Academic Achievement Multi-Purpose Room**

**Meeting Called to Order:** 5:36 PM

**Board Present:**

- Leslie Creel
- Carrie Allard
- Mary Glaser
- Kathe Linnell
- Jon Wahrenbrock
- Cheryl Hecht (conference call)

**Board Not Present:**

- Iris Scott
- Brenna Malone

**Public Present:**

- Greg Lawrence (departed 6:00 PM)
- Emily McMullen (departed 5:45 PM)
- Ann McMullen (departed 5:45 PM)
- Korothy Hull
- Karen Ash
- Kim Paris
- Mark Paris
- Pat Tsunemori

***MISCELLANEOUS***

October 6, 2009 meeting minutes approved, with the change of location at the header to EIAA multi-purpose room.

The school will place a Thank You ad in the newspaper to those who have helped with school start-up. Jon Wahrenbrock moved we pay for an ad in the Elko Daily Free Press to thank volunteers. Passed unanimously.

***BUILDING***

Western Supply donated a storage container for which we need to find a location, possibly in the lot next to Ed's Place.

Cafeteria Tables. Karen and Mark looked at tables. The ones with benches are \$900 and seat 12-16 students. We need five. Lucy Downer mentioned she knew of other parents who would be willing to donate for this purchase.

Laptop computer quotes will be presented at the next board meeting. Karen Ash provided a comparison of options from Dell. Amanda preferred a middle option that costs \$600. This does not include the operating system or software. Jon mentioned we may be able to get Windows donated. Pat will have Amanda look at the software on his computers to see if it is adequate. The cart costs \$1880. Karen will check to see if it is compatible with other manufacturers.

Pat will add to the punch list of items that need to be fixed in the building so Carrie can give it to Stephen Romero.

### ***STAFF***

Ann McMullen presented a summary of Health Insurance. For group insurance pre-existing conditions cannot be considered if employee has been covered up to the point of coverage. Coverage is based on the business being conducted, the cost of medical care in your region, etc. When McMullen initially contracted with us, they did not have our demographics; they made assumptions. We were initially offered the max rate. Their first job is to provide economical options for the employer. EIAA's rates ended up much better than expected: the rate ended up at 1.26, instead of a more standard of 1.8. They looked at Anthem, Aetna, Starmark, Principal; they were solvent, had benefit packages comparable to ECSD and were attractive to potential employees. The rate is guaranteed for a year. Next year's adjustment will probably be around July; if our demographics change often, we may look at adjusting the renewal date so those demographics can be considered in the yearly rate change. McMullen offers the service of administration, too. She has given this information to Pat Tsunemori.

Greg Lawrence, an investment broker of 20 years, has made a specialty of 403b plans. He was a schoolteacher prior to this career. He has three clients employed by EIAA and would like to provide services to those people. He would be here to service the plan and he lives here. He can offer a variety of services. Mark Paris asked if we have to have a third party administrator (TPA)? No. Mark asked how an employee's 403b contribution is tracked. It is the employer's responsibility. It is easier to track if there is only one administrator. He uses PlanwithEase.com, a subsidiary of ING and has to have client information to them by Oct 31 for 2010. He can offer ING and Oppenheimer. ING looks like a group 401k, with a multiple vendor list inside the contract: Templeton, Black Rock, Janus, and others. Oppenheimer is strictly a mutual fund company. PlanwithEase is an open architecture setup, not single vendor. PlanwithEase doesn't have any fees. ING just has to have a payroll slot. Greg will ask if we offer the slot and no one accepts it, will EIAA be liable for any fees?

A Plan Document Proposal from Dorothy Hull will be presented at the next meeting. Jon will ask Greg Lawrence and Mark will ask Shawn Bledsoe. AGENDA ITEM to vote next meeting.

Lunchroom and recess aid. Pat will sent out a request for applications for this position at \$10/hour from 11:30 – 2:15PM M-F, no benefits.

### ***BUDGET***

Last Friday's accounting committee meeting was canceled due to illness.

Reimbursements have not been scanned in. These expenses will be summarized and e-mailed to the board for consideration at the next meeting.

Pat requested approval to pay the N.E.A.T. bus \$100 to take 2<sup>nd</sup> graders to Fossil Hill on Friday.

Team Green paid for the trees. EIAA will pay 80% of the bill until watering issues are resolved. Team Green has not provided the zone plan. Stephen Romero, the landlord, requested Carrie ask them about backflow prevention device.

Pat will put out in the next newsletter, "Are there any parents that are interested in grant writing?"

Stephen Romero wants a laundry list of things that need to be fixed. Carrie requested Pat assemble a list.

KettleBells costs \$7/kid, 10 kids, 5 days a week for 6 weeks, 2:00 – 2:5PM. EIAA will pay for this initial cost. EIAA will request donations to help pay for this. Following this pilot program, students will be required to pay. An EIAA staff member needs to be present. The program will be suspended until this issue is resolved. Moving forward, we will need a contract with Raul.

Purchase of doors will be agendaed next week.

Computer requirements need to be summarized for presentation to the board. We need quotes for the station and computers. AGENDA ITEM

The microwave use is excessive and using the lunch room time. Pat will ask parents to not send lunches that require microwaving.

11<sup>th</sup> Street Deli is going to present take-out options that will be made available to EIAA students. A basic lunch will include a tuna, ham or turkey sandwich, a bag of chips, and milk. There may be a few more options. Accounting for this might also be something students in the higher grades can help with.  
-AGENDA ITEM

Mark Paris passed out a balance sheet summary and read through it.

### ***FUNDRAISING***

Newmont and Barrick discretionary fund request applications were submitted.

### ***BOARD DEVELOPMENT***

No board members were recommended.

## ***PRINCIPAL'S REPORT***

Enrollment numbers are maintaining.

Assessment training for the teachers is tomorrow.

Picture day is on the 14<sup>th</sup>. In the future we will ensure other vendors are considered in deciding the photographer to use for school photos.

On Tuesday, the 20<sup>th</sup>, students will attend a performance by a dance repertoire company at the Western Folklife Center.

Pat checked into the bonding and workman's comp coverage for our janitorial service. The current janitor needs this coverage. The school may prefer some coverage during school hours, such as the 1-5 PM coverage that Stephen Romero's janitor can provide.

Pat talked with a substitute teacher about the aid position. He will pursue this further if she is not interested.

A Task-Due Date summary was reviewed by the board.

The board requested Pat present an administrative calendar.

## ***COMMUNICATIONS***

Improving our efforts to integrate and engage volunteers was discussed.

Celeste Rawson is working on a newsletter to help parents know the school's expectations when they are on site.

Pat will send home a hard copy newsletter to parents since not all have e-mail.

Meeting adjourned at 8:45 PM.

Next meeting is 5:30 PM on Monday, October 19<sup>th</sup>, 2009.